

Volunteer Contract Termination

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We want to take a moment to express our heartfelt gratitude for your contributions as a volunteer with [Organization Name]. Your dedication and commitment have made a significant impact on our programs and the community we serve.

However, due to recent organizational changes, we regret to inform you that we must terminate your volunteer contract effective [Effective Date]. This decision was not made lightly and stems from [briefly explain the reason, e.g., restructuring, changes in operations].

We appreciate the time and effort you have invested in our organization and hope this change will lead to new opportunities for you. Please feel free to reach out if you have any questions or need further clarification.

Thank you once again for your support. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]